



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND
2050 WORTH ROAD
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO
ATTENTION OF

MCOP-P

8 July 2003

MEMORANDUM FOR RMC's

SUBJECT: Instructions for Early Release from Active Duty (REFRAD)

1. Reference Personnel Policy Guidance (PPG) ISO Operations Noble Eagle/Enduring Freedom.
2. The MEDCOM is responsible for releasing units and individuals to the appropriate force provider when no longer required, upon mission completion, or as part of a programmed rotation action.
3. Actions by the losing command should include accountability of units and individuals and verification of required administrative actions to support REFRAD actions for Reserve Components (Line of Duty Reports, Awards, Evaluations, etc).
4. The following procedures apply to the early release of individual RC unit soldiers:
 - a. Identify those soldiers for early release and cross level within the RMC. The MEDCOM will review requests and cross-level throughout the MEDCOM, if necessary.
 - b. The soldier's unit of assignment will prepare a memorandum requesting early REFRAD of RC soldiers and forward the request to the RMC for signature of the first General Officer (GO) in the chain of command. See enclosures 1 and 2.
 - c. Once the memorandum has been approved by the first GO in the chain of command, a copy will be forwarded to the soldier's unit of assignment and a copy will be provided to the soldier. The soldier's unit of assignment will coordinate the REFRAD processing of the soldier with the installation from which the individual originally mobilized. If the soldier was TCS'd to a different location from which originally mobilized, the soldier may be granted permission to REFRAD from his/her current location with approval and coordination from the originating mobilization station.

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d. The soldier's unit of assignment should complete the required administrative actions prior to the soldier's early REFRAD (Line of Duty Reports, Awards, Evaluations, etc). Administrative actions will be completed prior to the soldier reporting to the transition center or demobilization site. The actual REFRAD date should take into consideration the soldier's housing situation, completion of administrative requirements, etc and provide sufficient time for the soldier to prepare for early REFRAD.

e. RMC's will provide accountability reporting of these REFRAD's to USAMEDCOM, ATTN: MCOP-P. Accountability reports must include the RMC, name, rank, SSN, AOC/MOS, MTF of assignment, and UIC/DUIC to which the soldier was mobilized. The DUIC must be correct and must reflect the DUIC on the HQDA mobilization order. This report will be initiated and sent to the MEDCOM each time a REFRAD is completed whether it is a REFRAD due to emergency, personal situations, etc. This is required to close out or reduce the number of personnel within the DUIC. (Encl 3)

f. Input the departure date of the soldier into the backfill module in MOD's.

5. This memorandum applies to early REFRAD. A request for REFRAD is not required for soldiers completing their initial mobilization periods, (ie after their 90 day rotation or upon completion of 365 days).

6. POC for TPU soldier is LTC Jimenez or MAJ Powers, MEDCOM Mobilization Branch, C: 210 221-6425. POC for IMA coordination is MAJ Hennen, C: 210 221-6425.

ALAN B. COMPTON
Chief, Plans Division